

JOB POSTING

Position Title: Youth Program Volunteer Coordinator

Department: Youth

Location: West Rogers Park

Job Type: Full-Time

Responsibilities

- Coordinate with RefugeeOne Volunteer Coordinator to place volunteers in the youth afterschool program, in-home tutoring program, and youth mentoring program
- Match volunteer tutors and mentors with clients, introducing them virtually or in the clients' homes
- Assist at the Youth After School program for tutoring and onboarding volunteers
- Maintain ongoing communications with volunteers to monitor progress, troubleshoot issues, and provide resources
- Conduct ongoing training specific to the volunteer positions
- Complete monthly case notes detailing volunteer attendance, progress, and needs

Requirements

- Availability Monday-Friday 10:30-6:30pm, flexibility for 1 weekend a month as needed
- Experience with working with youth in a volunteer and/or tutoring capacity
- Proven people skills, including cross-cultural experience
- Excellent organizational skills, ability to juggle multiple tasks and projects
- Proactive, resourceful, independent work style
- Strong attention to detail
- Familiarity with Word, Excel, PowerPoint, Google Drive and/or other computer programs
- Passion for RefugeeOne's mission to help refugees build new lives of safety, dignity, and self-reliance
- Fluency in Arabic, Dari, Pashto, Swahili, Kinyarwanda, or Rohingya highly desired!

Salary: Commensurate with credentials and experience. Generous benefits package.

To apply, send resume and cover letter to Jan Douglas at jdouglas@refugeeone.org

NO PHONE CALLS PLEASE